

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 33-01

Subject:

DATE: October 1, 1999

Sunset Review: 03/31/00

**TRAINING COSTS, REIMBURSEMENT COSTS, STUDENT PROJECTIONS, AND
REIMBURSEMENT FOR TRAINING ABOVE FUNDED LEVELS FOR FY 2000**

1. PURPOSE. This directive establishes guidelines for reimbursement to the Federal Law Enforcement Training Center (FLETC) for costs incurred by Participating Organizations (POs) in the conduct of all training programs. This directive also promulgates the policy for soliciting student projections, allocating funded training levels, and determining reimbursement for training in excess of funded levels.

2. SCOPE. The provisions of this directive apply to all basic, advanced, State and local, and international training provided by the FLETC. It also applies to all FLETC organizational elements and POs involved in training allocations and/or reimbursement for training.

3. CANCELLATION. FLETC Directive (FD) 33-01, Training Costs, Reimbursement Costs, Student Projections and Reimbursement for Training Above Funded Levels for Fiscal Year 1999, dated 03/31/99, is superseded by this directive.

4. REFERENCES. In addition to policies contained in this directive, the following should be referred to for guidance in specific or specialized areas:

a. The Memorandum of Understanding (MOU) for the Sponsorship of the Consolidated Federal Law Enforcement Training Center, dated September 30, 1970, as amended.

b. FD No. 98-01, Student Projections and Scheduling, Modifying and Canceling Classes.

c. FD 33-01.A, Reimbursable Support.

5. BACKGROUND.

a. Board of Director's Policy Document February 1, 1973, amended December 1975, was developed after discussion with members of the Center Interagency Advisory Committee (CIAC). FD 33-01 provides a system for obtaining supplies and services on a reimbursable basis.

b. The most significant factor in the FLETC's budget is the number of funded basic

student-weeks of training for the fiscal year. Accordingly, any large unprogrammed increase over and above the appropriation from Congress for basic training can adversely impact other planned FLETC programs. Therefore, a system for identifying and processing any unprogrammed workload is necessary to maintain the integrity of the budget process at the FLETC. The FLETC's Board of Directors recognized this problem and by Resolution dated September 29, 1977, authorized the Director, FLETC, to implement a reimbursement policy to deal with all unprogrammed increases.

6. POTENTIAL SOURCES OF STUDENTS.

a. Federal Participating Organizations. Training requirements of Federal agencies that have signed the MOU are scheduled on a priority basis and funding is allocated according to the FLETC appropriations.

b. Space-Available Agencies.

(1) Federal Non-Participating Organizations. Training requirements of Federal agencies that are not signatories to the MOU (other than Department of Defense) are scheduled on a space-available and reimbursable basis.

(2) Department of Defense (DOD) - Military and Civilian Employees. DOD organizations that are not signatories to the MOU are categorized separately because of instructions from the Office of Management and Budget (OMB). Training requirements are scheduled on a space-available and reimbursable basis.

(3) State and Local Governments. Set forth below are statutes which provide a variety of authorities for the delivery of State and local government training at the FLETC. The particular statute invoked depends on the FLETC fiscal policy and the availability of funds.

(a) The Intergovernmental Personnel Act (IPA) (42 U.S.C.4742) authorizes Federal agencies to admit State and local government employees to Federal training programs established for Federal personnel. This Act authorizes the FLETC to waive, in whole or part, the costs of the training. Further, any payments which are received from State and local governments will be credited directly to the FLETC's appropriation.

(b) The Intergovernmental Cooperation Act of 1968 (31 U.S.C. 6505), OMB Circular A-97, August 29, 1969, and the Center's appropriations language are the authorizing legislation used by the FLETC to provide to a State or local government training of the type which the FLETC is authorized to provide to Federal employees or that which is similar to such training.

(c) The FLETC is authorized to spend appropriated funds for State and

local law enforcement training on a space-available basis.

(d) Authority is provided in Public Laws 98-302 (May 25, 1984) and 98-473 (October 12, 1984).

(4) Foreign Governments.

(a) The Economy Act (31 U.S.C.1535) authorizes one Federal agency to provide services to another Federal agency on a reimbursable basis. In order for the FLETC to train foreign students under this law, it is necessary that the requesting agency have authority to spend its own funds to train the foreign students. Specifically, the FLETC cannot be reimbursed with State Department foreign assistance funds since Congress has stated that those funds may not be used to provide police training to personnel of foreign governments, 22 U.S.C. 2420.

(b) The FLETC is authorized to train law enforcement officials of foreign governments on a space-available basis with reimbursement of actual costs to the FLETC's appropriation.

(5) Territories of the United States. The IPA defines the term "State" to include any territory or possession of the United States, and, therefore, provides the same training authorization as that provided State and local governments, 42 U.S.C.4762.

(6) Private Sector Security Officials. The FLETC is authorized to train private sector security officials on a space-available basis with reimbursement of actual costs to the FLETC's appropriation. Generally, private sector agencies requesting such training must have the endorsement of a law enforcement agency stating that the applicant's training would be mutually beneficial to the agency and the applicant.

7. POLICY.

a. Each year, following the enactment of an appropriations bill for the FLETC by Congress, all POs will be advised in writing of their training allocation for the fiscal year. (In the event that the FLETC operates under a continuing resolution passed by Congress or receives a supplemental appropriation, adjustments may be made to the training allocations as appropriate.) Allocations will vary from year to year depending upon the budget situation; however, the primary objective will be to allocate for basic training needs. Training requested in excess of allocations will be accomplished on a reimbursable basis as resources permit.

b. Participating Organizations Advanced Training Reimbursement Costs (Attachment 1) is a guideline to be used in determining reimbursements to the FLETC for advanced training programs conducted by the POs.

8. REIMBURSEMENT POLICY. Reimbursement to the FLETC for training will be required as follows:

<u>AGENCY/ORGANIZATION</u>	<u>LODGING</u>	<u>MEALS</u>	<u>TRAINING AND MISC. 1/</u>	<u>INSTRUCTOR</u>
a. Participating Federal Organizations	Yes	Yes	No 2/	No
b. Non-Participating Federal Organizations	Yes	Yes	Yes	No
c. DOD - Military and Civilian 3/	Yes	Yes	Yes	No
d. State and Local Governments	Yes	Yes	Yes	No
e. Foreign Governments	Yes	Yes	Yes	Yes 4/
f. Territories of the United States	Yes	Yes	Yes	No
g. Private Sector Security Officials	Yes	Yes	Yes	Yes 4/

1/ Includes guest instructor expenses.

2/ Participating Federal organizations will not pay training and miscellaneous costs for basic programs unless the authorized student allocations and dollar limitations are exceeded. Also, organizations entering into new programs must be within the FLETC's budget cycle for the FLETC to absorb training costs. Training and miscellaneous costs are reimbursable to the FLETC for all advanced programs.

3/ DOD activities approved as POs by the Board of Directors are afforded the same FLETC funding as that afforded other Pos.

4/ Exceptions to this policy may be granted by the FLETC Director on a case-by-case basis.

9. COST OF REIMBURSEMENT. The rates which the FLETC will charge for reimbursement are listed in Attachments 2 thru 5. Rates may vary if holidays fall within the period of training or if training is conducted before or after normal working hours. Also, if programs have to be lodged off-Center, the actual commercial cost for lodging will be charged. New program rates will be developed and existing rates revised semiannually.

10. CANCELLATIONS. Because of the heavy demand for training at the Center, it is imperative that all classes be operated at optimum capacity. All organizations are required to notify the Center of class/student cancellations at the earliest possible time so that other classes or students may be substituted. Notification of class/student cancellations are to be followed by written verification in a timely manner. Failure to notify the Center of cancellation of a confirmed training quota prior to 20 WORKING DAYS BEFORE THE SCHEDULED TRAINING DATE will result in the following action:

a. Forfeiture of the student/class training quota for the fiscal year, if a basic allocation; or

b. Full payment (tuition and lodging costs actually incurred) for the student/class training quota and forfeiture of that quota for the fiscal year, if a Center advanced program; this penalty may be waived if the agency failing to notify of a cancellation provides a substitute student/class.

11. RESPONSIBILITIES.

a. The Scheduling and Allocation Division (SAD) is responsible for preparing and distributing annual allocation notifications to POs, tracking the utilization of student-weeks of training, and preparing reimbursement vouchers for training provided in excess of allocations as prescribed in paragraph 7a.

b. The Budget and Finance Division (BFD) is responsible for determining and coordinating the reimbursable cost(s) of training. The meals, lodging, and miscellaneous rates which the FLETC will require for reimbursement shall be determined by the Director, FLETC. The rates will normally consist of actual additional costs incurred by the FLETC as a result of organization use or request.

c. The POs are responsible for submitting realistic training projections to the FLETC when requested; monitoring the utilization of their annual allocations to ensure maximum use of training funds; notifying the FLETC when allocated funds will not be used; assisting with the certification of reimbursement vouchers submitted by the FLETC's BFD; and providing such other documentation as may be needed from time to time in support of training allocations and reimbursements.

12. PROGRAM COST DEVELOPMENT. An individual program cost will be developed by BFD as required to provide organizations with an itemized listing of costs incurred. This listing will be utilized for billing purposes by the BFD.
13. EFFECTIVE DATE. October 1, 1999.
14. OFFICE OF PRIMARY INTEREST. Budget and Finance Division, Office of Planning and Resources Directorate.

W. Ralph Basham
Director

Attachments (5)

PARTICIPATING ORGANIZATION ADVANCED TRAINING REIMBURSEMENT COSTS

<u>COST CATEGORY</u>	<u>FLETC</u>	<u>AGENCY</u>
<u>Ammunition</u>		X
<u>ADP Support/Services/Equipment</u>		
Common Use	X	
Unique Use		X
<u>Dining on Facility</u>		
Students		X
Instructors		X
<u>Dormitory Space on Facility</u>		
Students		X
Instructors		X
<u>Office Expenses</u>		
Equipment		
Calculators 1/	X	
Typewriters 1/	X	
Copiers 1/	X	
Unique Equipment		X
Furniture 1/	X	
Maintenance	X	
Renovation:		
Budgeted	X	
Unbudgeted		X
Supplies		X
<u>Instructor Costs (FLETC)</u>		
Regular Compensation	X	
Overtime Compensation		X
Guest		X
<u>Printing</u>		X
<u>Telecommunications</u>		
Monthly Service & Equipment		
Common	X	
Unique		X
FTS	X	
Long Distance		X

<u>COST CATEGORY</u>	<u>FLETC</u>	<u>AGENCY</u>
<u>Training Expenses</u>		
A/V, Graphic, Photo Supplies & Services		X
Class Photos 2/		X
Equipment:		
Common Use (radios, A/V equip., etc.) 1/	X	
Unique Use		X
Supplies		X
Maintenance of Areas:		
Budgeted	X	
Unbudgeted		X
Reference Texts/Publications/Supplies		X
OST Supplies/Equipment		X
Space Renovation:		
Budgeted	X	
Unbudgeted		X
Miscellaneous 3/		X
<u>Uniforms 4/</u>		
Common (FLETC physical training or fatigue)		X
Unique (Specialized agency uniform)		X
<u>Utilities</u>		
Common		X
Unique		X
<u>Vehicles</u>		
Administrative		X
Gas and Oil		X
Repair		X

1/ As Available.

2/ FLETC will pay for administrative copies of advanced class photos that are required by the Center.

3/ To cover cost of medical services and supplies, transportation, equipment repair and other minor expense items.

4/ Any uniform issued to an advanced student which is not returned will be paid for by the student.

FLETC
DAILY RATE OF REIMBURSEMENT FOR TRAINING
Effective October 1, 1999

DAILY RATE	GLYNCO	ARTESIA
Meals	\$10.53	\$17.24
Lodging	10.61	8.25
Miscellaneous	<u>14.05</u>	<u>20.91</u>
TOTAL	\$35.19	\$46.40

NOTE: The miscellaneous daily rate includes bus transportation to and from common carrier facilities, on-Center bus transportation, athletic facility usage, Health Unit, utility uniforms, library services, janitorial services, utilities, and other services/supplies, the cost of which has not been itemized in program rates.

FLETC
RATE OF REIMBURSEMENT FOR TRAINING
Effective October 1, 1999

BASIC TRAINING PROGRAMS

Costs are based on daily rates in Attachment 2, plus course-related supplies, publications, maintenance, ammunition usage, etc.

<u>CENTER BASIC PROGRAMS</u>		<u>M/L/M</u>	<u>TUITION</u>	<u>TOTAL</u>
CITP	Criminal Investigator	\$2,252.16	\$1,123.04	\$3,375.20
INSDI (7PI)	Immigration Detention Officer	2,005.83	1,075.23	\$3,081.06
INSI	Police Training IOBTC	2,920.77	1,152.44	4,073.21
ISATP	Immigration Special Agent	3,870.90	1,665.32	5,536.22
LMTP (LM)	Police Training Land Management	3,026.34	1,389.44	4,415.78
MBPTP	Mixed Basic Police	2,533.68	1,213.27	3,746.95
PITP	Police Investigator	1,055.70	484.34	1,540.04
USBPI	Police Training (USBP)	4,680.27	1,707.58	6,387.85
USCSI	Police Training (USCS)	2,568.87	1,082.07	3,650.94
USPPI	Police Training (USPP)	4,539.51	2,223.15	6,762.66

<u>AGENCY SPECIFIC BASIC PROGRAMS</u>				
ATF NPTA	New Professional Training Agent	2,463.30	1,877.34	4,340.64
ATF NPTAO	New Professional Training Agent Only	3,307.86	2,036.18	5,344.04
ATF NPTI	New Professional Training Inspector	1,337.22	284.77	1,621.99
ATF NPTJ	New Professional Training Joint	1,020.51	277.45	1,297.96
BOP B	Basic	633.42	244.90	878.32
DCIS SAB	Special Agent Basic	422.28	80.86	503.14
DS BSAC	Basic Special Agent Course	1,653.93	548.64	2,202.57
EPA EIB	Environmental Investigations Basic	1,689.12	553.12	2,242.24
FDA SATP	Special Agent	633.42	143.43	776.85
FWSL SABS	Special Agent Basic	2,252.16	614.97	2,867.13
FWSR ROBS	Refuge Officer Basic School	422.28	80.24	502.52
IGBTP	Inspector General Basic	633.42	223.41	856.83
INS AAOB	Adjudications/Asylum Officers	1,337.22	184.48	1,521.70
INS OTP	Other Than Permanent	1,337.22	801.47	2,138.69
INS STP	Spanish Training	1,266.84	260.50	1,527.34
IRSC PB	Pre Basic	246.33	23.97	270.30
IRSC SABT	Special Agent Basic	3,378.24	841.43	4,219.67
NCIS BA	Basic Agent	1,477.98	287.08	1,765.06
NMFS BA	Basic Agent	914.94	679.15	1,594.09
NMFS MLE	Marine Law Enforcement	879.75	1,179.13	2,058.88
NPS PB	Pre Basic	422.28	179.16	601.44
TIGTA SABT	Special Agent Basic	1,161.27	584.71	1,745.98
USCS BE	Basic Enforcement	2,005.83	1,099.44	3,105.27
USCS BIA	Basic Intelligence Analyst	1,126.08	314.91	1,440.99
USCS BISA	Basic Import Specialist A	1,126.08	93.44	1,219.52
USCS BISB	Basic Import Specialist B	563.04	148.77	711.81
USCS BLEO	Basic Law Enforcement Officer	633.42	243.27	876.69
USMS BD	Basic Deputy	1,583.55	827.13	2,410.68
USMS PB	Pre Basic	70.38	6.20	76.58

NOTE: Rates will increase if holidays fall within the program or if the program is lodged off-Center. Also, rates are higher for foreign and private sector students and will be computed on an as-needed basis.



FLETC
RATE OF REIMBURSEMENT FOR TRAINING
Effective October 1, 1999

CENTER ADVANCED TRAINING PROGRAMS

Costs are based on daily rates in Attachment 2, plus course-related supplies, publications, maintenance, ammunition usage, etc.

<u>CENTER ADVANCED PROGRAMS</u>		<u>M/L/M</u>	<u>TUITION</u>	<u>TOTAL</u>
ADITP	Advanced Driver Instructor	\$387.09	\$476.22	\$863.31
ALEPTP	Advanced Law Enforcement Photography	387.09	977.02	1,364.11
AMLETP	Advanced Marine Law Enforcement	598.23	1,565.15	2,163.38
BAITP	Boating Accident Investigation	175.95	598.02	773.97
BLESTP	Basic Law Enforcement Supervisory	387.09	683.54	1,070.63
CIAETP	Criminal Investigations In an Automated Environment	422.28	1,179.28	1,601.56
CIATP	Criminal Intelligence Analyst	422.28	483.14	905.42
CLETP	Continuing Legal Education	175.95	27.37	203.32
CMTTP	Crisis Management	175.95	362.20	538.15
CNITP	Computer Network Investigations	387.09	2,176.76	2,563.85
COPTP	Case Organization Presentation	175.95	113.72	289.67
DITP	Driver Training	422.28	921.33	1,343.61
DLITP	Distance Learning Instructor	140.76	274.27	415.03
DTITP	Defensive Tactics Instructor	457.47	153.69	611.16
FCITP	Financial Crimes Investigations	387.09	331.34	718.43
FFITP	Fraud and Financial Investigations	422.28	220.49	642.77
FFITP	Financial Forensic Techniques	422.28	409.54	831.82
FIMWTP	Firearms Instructor Multiple Weapons	175.95	321.88	497.83
FIRTP	Firearms Instructor Refresher	211.14	203.53	414.67
FITP	Firearms Instructor	457.47	420.53	878.00
FLEMTTP	Federal Law Enforcement Management	351.90	760.60	1,112.50
FRTP	First Response	211.14	388.12	599.26
HCFITP	Health Care Fraud Investigations	387.09	559.99	947.08
IBMLTP	International Banking and Money Laundering	175.95	359.04	534.99
ICITP	Introductory Criminal Investigations	422.28	90.02	512.30
IWITP	Impact Weapons Instructor	175.95	80.99	256.94
LEAINTP	Law Enforcement Advanced Interviewing	175.95	158.11	334.06
LEFITP	Law Enforcement Field Instructor	140.76	124.65	265.41
LEITP	Law Enforcement Instructor	422.28	154.20	576.48
LERTP	Law Enforcement Rifle	211.14	260.16	471.30
LESITP	Law Enforcement Senior Instructor	351.90	113.50	465.40
LEVTP	Law Enforcement Video	211.14	426.50	637.64
LTPSTP	Leadership Through People Skills	175.95	431.48	607.43
LTUHB	Leadership Through Understanding Human Behavior	140.76	351.13	491.89
MITP	Microcomputers for Investigators	387.09	70.39	457.48
MLETP	Marine Law Enforcement	879.75	1,297.56	2,177.31
NLCITP	Non-Lethal Control Instructor	457.47	121.51	578.98
NWITP	National Wildfire Investigation	175.95	210.74	386.69
OSSTP	Officer Safety and Survival	387.09	614.88	1,001.97
PBTP	Police Bicycle	387.09	313.90	700.99
PEETP	Practical Exercise Evaluator	211.14	33.23	244.37
PFCTP	Physical Fitness Coordinators	422.28	256.28	678.56
PROP	Precision Rifle Observer	211.14	326.96	538.10
PSTP	Physical Security	457.47	604.88	1,062.35
SAPP	Semi-Automatic Pistol	246.33	474.25	720.58
SCERS	Seized Computer Evidence Recovery Specialist	422.28	3,794.26	4,216.54
SCETP	Small Craft Enforcement	457.47	804.97	1,262.44
SHHEP	Seven Habits of Highly Effective People	140.76	357.02	497.78
SLTP	Situation Leadership II	140.76	237.16	377.92
SSTP	Survival Shooting	387.09	557.07	944.16
TCFTP	Telecommunications Fraud	422.28	383.62	805.90
TIETP	Technical Investigative Equipment	422.28	1,360.32	1,782.60
VACTP	Vehicle Ambush Countermeasures	175.95	847.77	1,023.72
VAITP	Vehicle Accident Investigation	211.40	23.17	234.57
WCCTP	White Collar Crime	422.28	76.27	498.55

NOTE: Rates will increase if holidays fall within the program or if the program is lodged off-Center. Also, rates are higher for foreign sector students and will be calculated on an as-needed basis.

FLETC
RATE OF REIMBURSEMENT FOR TRAINING
Effective October 1, 1999

1. Agency Advanced Training Programs
2. Artesia Operations Training Program
3. State and Local Training Programs
4. International Training Programs

Rates for the above programs will be computed on an as-needed basis.

NOTE: Rates will increase if holidays fall within the program or if the program is lodged off-Center. Also, rates are higher for foreign and private sector students and will be calculated on an as-needed basis.